PREPARING A DOSSIER FOR PROMOTION OR CHANGE IN STATUS

April 2024

The American University of Paris

Approved by Rank & Promotion March 21, 2019 Approved by Faculty Senate May 9, 2019 Approved by Rank & Promotion, April 24, 2024

I: Calendar of Annual Deadlines

April 30 (or the following workday): candidate meets with the Provost and their Department Chair to announce wish to be considered for promotion or change in status. Any questions about eligibility for promotion or change in status should be thoroughly vetted at this time. 1 June

For Promotion			
Quality of teaching is the only	•	o ,	
category, thus the dossier.	letter of applicat	ion should summarize t	he teaching
For Change in Status from	to		
Quality of teaching and demor		arly activity will be the o	riteria used to
judge applications for a chang	e in status from	to	•

as well as speak to research already published as well as any work in progress. The candidate should also explain their motivation for the request for change in status.

Curriculum Vitae

The headings and subheadings below are typical of an academic CV. The curriculum

taught, supervisions, service and publications should only be listed for the period under consideration for the current application for promotion.

Name, Campus Address, Email, and Phone Number

Education

List degrees in reverse chronological order, university granting degree, date received; include the title of your dissertation and, if applicable, your MA or MFA thesis/work.

Academic Employment History

List role or title, place, dates of employment, again in reverse chronological order.

Teaching

Courses Taught: List courses by catalog number and title; indicate how many times each course has been taught.

MA Theses: List student nam 842.04 re1 as s

determined by the field (e	e.g., univ	J	J	•

work, as well as listing published work in descending order of significance, as

The Provost requests evaluations from those external evaluators who have been chosen by the Rank and Promotion Committee; candidates should not request their

letter asking for an analysis of the quality, originality and significance of the candidate s

articles) of the recent work (i.e., since last promotion), which are identified by the candidate and approved by the Provost. External evaluations should be returned the deadline (June 1, or the following workday).

Teaching Dossier

influence on career choice.

Peer evaluations of teaching, instructional materials, or advising.

Documented improvement in course offerings and curriculum as a result of assessment.

Development of new courses or new programs to meet department and university needs.

Development of instructional materials.

Awards and other recognition for excellence in teaching.

Documented success

based on the

knowledge of the candidate, and on examination of the materials the candidate submits in support of his or her application. The Chair is expected to consult with other department members in preparing this letter, which should comprise a frank appraisal of the case based on the criteria defined in the Faculty Manual. If the chair ISthe candidate for promotion, the letter from the Chair is replaced with a letter written by another senior academic, approved by the Provost.

Promotion Application

Change in Status Applicat ion (